

Online access instructions for EXISTING employers (employers who already have state unemployment insurance account numbers).

Register online at www.in.gov/dwd. Under the “Employers” menu on the left-hand navigation bar, select Employer Self-Service.

DWD: Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.in.gov/dwd/>

IN.gov

SEARCH IN.gov DWD advanced search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

GOVERNOR MITCH DANIELS visit his home page >>

Find an Agency Find a Person HELP

Indiana Department of Workforce Development

WorkOne WORKS.com learn more

Indiana's WorkOne Portal

Online Services FIRST IN LINE EVERY TIME

- Filing for Unemployment
- Employer Self-Service for Unemployment Insurance
- Job Matching
- Employer Job Posting
- Hoosiers by the Numbers
- Simple Business Lookup
- Search for Employment & Training
- Training Acceleration Grants

More Online Services » Subscriber Center »

Top FAQs I Want To...

- How do I find out the status of my unemployment check?
- How do I file for unemployment?
- Where can I find unemployment insurance information for employers?
- Where can I report unemployment insurance benefit fraud?
- Do I need to post labor posters in the work place if I only have One (1) employee?

Employers

- DWD Employer Services
- Employer Self-Service**
- Grants & Credits
- Hoosiers by the Numbers
- Job Postings
- Major Opportunities
- Strategic Skills Initiative
- WorkOne Centers
- Partners

Subscribe for e-mail updates > What's This?

Important notice regarding the temporary \$25 weekly increase (which was part of the Economic Stimulus Legislation): This increased benefit amount applies to all eligible claimants collecting state or federal unemployment benefits. Claimants will receive two deposits with eligible weekly vouchers filed effective the week of 2/22/09 through the end of 2009. One deposit will include your weekly benefit amount. The other will include the \$25 increase. The \$25 increase **will not be displayed on your Claimant Homepage.** [Read More](#)

Now choose Access Uplink Employer Self Service or click on the Uplink icon in the center of the screen. You can also click on the tutorial links to learn more about Uplink.

The screenshot shows the Indiana Department of Workforce Development (DWD) website. The browser window is titled "DWD: Employer Self-Service - Microsoft Internet Explorer". The address bar shows "http://www.in.gov/dwd/2477.htm". The website header includes the "IN.gov" logo, a search bar, and a navigation menu with links such as "About Indiana", "Agriculture & Environment", "Business & Employment", "Education & Training", "Family & Health", "Law & Justice", "Public Safety", "Taxes & Finance", and "Tourism & Transportation". The main content area is titled "Uplink ESS (Employer Self-Service for Unemployment Insurance)". It features the Uplink logo, which is a stylized "u" and "l" with the text "uplink" and "unemployment programs" below it, and "Employer Self-Service" underneath. To the left of the logo is a red exclamation mark icon with the text "Subscribe for e-mail updates >". Below the logo is a link "Access Uplink Employer Self Service" with an orange arrow pointing to it. Further down, there is a section titled "ESS Help Tools" with a paragraph of text and a link "Uplink Employer Self Service Tutorials" which is highlighted with an orange box. The left sidebar contains a list of links including "DWD Home", "About DWD", "News", "Forms & Downloads", "Frequently Asked Questions", "Contact Us", "Job Seekers", "Overview", "Job Matching", "Tips for Job Search", "WorkOne Centers", "Unemployment Info", "Veteran Services", "Custom Services", "Employers", "DWD Employer Services", "Employer Self-Service", "Grants & Credits", "Hoosiers by the Numbers", "Job Postings", "Major Opportunities", "Strategic Skills Initiative", "WorkOne Centers", and "Partners".

Select the New User? button under the Logon button or choose the New User? menu item on the left-side navigation bar.

Employer Self Service Logon - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://uplink.in.gov/ESS/ESSLogon.htm> Go

Good Morning Wednesday, March 11, 2009 Help | Contact | Resources

EMPLOYER SELF SERVICE LOGON

INDIANA WORKFORCE DEVELOPMENT

Uplink
unemployment programs

Please Logon

Fields marked with an asterisk * are required.

Username *

Password *

Logon

Important Information

Welcome to the Indiana Department of Workforce Development Employer Self Service Website. The following capabilities are currently available to employers:

- Registration
- Profile Maintenance
- Quarterly Reporting
- Payment Processing
- Data Review

As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided within Uplink. Also, Uplink does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.

Logon

New User? **Forgot Password?** **Forgot Username?**

Select Employer from the dropdown box; select “Yes” (you have an existing state unemployment insurance account number); and click Next.

Check Existing UI Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://uplink.in.gov/ESS/ESSCheckExistingAccount.htm> Go

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CHECK EXISTING UI ACCOUNT

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unemployment programs

Check Existing UI Account

You have indicated that you would like to establish a new Logon UserID.

Is this UserID going to be for a UI Employer or [Agent](#) Account?

Do you already have an existing Indiana DWD account number for the account type selected above?

Select 'Yes' to only create an online User Account for your **existing** Employer or Agent account.
Select 'No' to complete the full registration process for a **new** Employer or Agent account.

Employer

☒ Yes ☐ No

Next Cancel

Important Information

If you are an employer, please select 'Employer'. Please do not attempt to register your agent. Agents must register themselves, once an agent is registered in Uplink employer can indicate their business relationships with the agent. If you believe that your agent has not previously registered in Uplink, please contact the agent directly. If you are still unsure to select 'Employer' or 'Agent' in this section, please [contact DWD](#) before proceeding.

Complete the required information. Enter the gross wages from the last report the Department has posted in its system. Note: if you have not sent – or if you only recently sent – a report for the most recent quarter, do not enter those wages. Enter the wages from the quarter prior. Click Next.

Validate Existing UI Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://uplink.in.gov/ESS/ESSValidateExistingAccount.htm> Go

Good Morning Wednesday, March 11, 2009 Help | Contact | Resources

VALIDATE EXISTING UI ACCOUNT

Existing UI tax Account Holder verification

Please enter the account information requested below. If you need additional assistance, please contact DWD for further information.

FEIN* (99-9999999)

SUTA Number*

Gross Wages of Most Recent Quarter/Year Filled*

[Next](#)

Create your username and password, check the box to accept the User Agreement, and click Next. Print the subsequent page for your records and click Next. You will be taken back to the logon screen where you will enter your Username and Password, select Logon, and begin managing your unemployment insurance account online.

Good Morning Wednesday, March 11, 2009

CREATE NEW USER ACCOUNT

Sign Up For A New Account

Fields marked with an asterisk * are required.

I am signing up as an Employer

Username *

Password * (4 to 15 Characters)

Retype Password *

Secret Question *

Answer *

User Email Address *

Retype Email Address *

User First Name *

User Last Name *

Contact Phone * (999-999-9999) Xtn

☐ I accept the User Agreement

User Agreement

Website Terms of Use Agreement

- Definitions.**
www.dwd.in.gov is a website maintained on the World Wide Web by the State of Indiana, Department of Workforce Development. "The site" or "site" refers to www.dwd.in.gov. "User," or collectively "Users," refers to any party who accesses the site. "Department" refers to Indiana Department of Workforce Development. "Access" means viewing or otherwise obtaining information located on www.dwd.in.gov. "Agreement" refers to these terms of use and any subsequent modification.
- Acceptance of Terms.**
By accessing the site via the World Wide Web or any other medium, User accepts and agrees to all conditions imposed in this Terms of Use

Next **Cancel**

Complete the following **ONLY** if you have an agent and want to have all non-certified mail sent to their address.

Under the “Profile Maintenance” menu on the left-hand navigation bar, select Assign Agents. From the dropdown menu, select All, Benefits or Tax.

Note: *All non-certified mail* for that selection (All, Benefits or Tax) will be sent to the designated agent.

Assign Agents - Microsoft Internet Explorer

Address: https://uplink.in.gov/ESS/ESSAssignAgent.htm

Good Morning Wednesday, March 11, 2009

ASSIGN CORRESPONDENCE AGENTS

RHINO TAXI SERVICE INC 500000

Doing Business As: Business Type: Corporation For Profit FEIN: 01-0647884

Assign Correspondence Agents

Correspondence Type: [v]
All
Benefits
Tax

Important Information

Assign a correspondence agent for Tax and/or Benefits forms only if you have already established a business relationship with the agent.

☐ By checking this box, I certify that I, , am a responsible party for Rhino Taxi Service Inc. identified for federal tax identification purposes as 01-0647884. I understand that the Indiana Department of Workforce Development (IDWD) maintains three separate and distinct correspondence groups (Benefits, Tax, and Appeals) for the purpose of providing various notices to employers. I understand that I am granting or retracting the selected agent on this screen to right to receive all IDWD correspondence from that correspondence group. I understand that my assignment or retraction thereof in no way relieves Rhino Taxi Service Inc. of any liability that may result from Rhino Taxi Service Inc's agent's failure to perform its duties. I

Assign Clear

Business Name	First name	Last Name	Phone	Correspondence Type
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Type your agent's name and click Search. If there is more than one agent listed in the results, click in the circle to the left of the name to select the correct agent. Once the agent shown/selected on the screen is the agent you use, click Next.

The screenshot shows a web browser window titled "Agent Search - Microsoft Internet Explorer". The address bar displays "https://uplink.in.gov/ESS/ESSAgentSearch.htm". The page header includes "Good Morning" and "Wednesday, March 11, 2009". The main heading is "AGENT SEARCH". On the left, there is a logo for "INDIANA WORKFORCE DEVELOPMENT". On the right, there is a logo for "uplink unemployment programs". Below the heading, there is a section titled "RHINO TAXI SERVICE INC 500000". Underneath, there is a form with two input fields: "Agent Business Name" and "Agent ID". To the right of the "Agent ID" field is a "Search" button, indicated by an orange arrow. Below the form, there are two buttons: "Next" and "Cancel". An orange arrow points to the "Next" button. The page also includes a "Help" link and "Contact | Resources | Logoff" links in the top right corner.

Complete the following ONLY if you want to authorize your agent to view or have the ability to update your account.

You may also assign an external agent. You can authorize your agent to simply view your account or to update all or part of your account. To assign an external agent, select 'User Maintenance' on the left-hand navigation bar. Once on the User Maintenance screen, select 'Add' on the right-hand side to add an external agent.

User Maintenance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://uplink.in.gov/ESS/ESSUserMaintenance.htm> Go

Good Morning Wednesday, March 11, 2009 Help | Contact | Resources | Logout

USER MAINTENANCE uplink unemployment programs

RHINO TAXI SERVICE INC 500000

Doing Business As: Business Type: Corporation For Profit FEIN: 01-0647884

Internal Account Users Delete | Add

Del User Name	Contact Name	Telephone	Email
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External Account Authorizations (Agents) Delete | Add

Del Agent Name	Contact Name	Telephone	Email
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INDIANA WORKFORCE DEVELOPMENT

- Home
- Quarterly Reporting
- Make A Payment
- Profile Maintenance
- Employer Summary
- User Maintenance
 - User Information

Click Search; enter your agent's name; and click Search again. If there is more than one agent to choose from, click in the circle to the left of the name to select the correct one.

Carefully select the authorization you want to give your agent.

- View – The user is only able to look at information. The agent cannot make changes to the account.
- Update – The user is able to look at and change/input information.
- Profile – The user is able to look at and change/input legal information (address, phone number, email address, etc.).
- Quarterly – The user is able to look at and change/input contribution and wage information.
- Administrator – This authorization allows the user to update your profile information, enter quarterly reports and gives the user authorization to access your account.

Be sure to read and click the check box in the Important Information section to authorize this change.

The agent must now access their online account and add your account to their client list.

Click on 'Add & New' to add your agent and give him the chosen authority. Click 'Next' to return to the User Maintenance screen. On the User Maintenance screen you have the ability to edit the agent information or delete them as a user.